

# Office of Women's Health ~ Indiana State Department of Health

## 2008-2009 INFluence Mini-Grant Program

### Grant Application Guidelines and Instructions

#### I. Program Description

The Office of Women's Health (OWH) at the Indiana State Department of Health has funding available for the planning and implementation of local INFluence events.

INFluence (Indiana Female Leaders Unite) provides an avenue by which powerful Hoosier women (leaders in government, business, health care, education, media, and faith-based and community organizations) are educated about critical women's health issues, given a charge to educate about and advocate for women's health in their own spheres of influence, and provided with toolkits to help them accomplish this goal. To date, INFluence has addressed tobacco marketing to women as well as mental health and addictions. A complete description of INFluence can be found at [www.influence.in.gov](http://www.influence.in.gov).

The purpose of the INFluence mini-grant program is to encourage local communities to replicate the INFluence Women's Health Forum in their own communities and have a greater impact on the women's health topics addressed by this initiative. OWH is providing local communities with an online toolkit to aid in planning and hosting their INFluence events as well as the opportunity to apply for \$500 or \$1000 to help fund the local events. Applicants are encouraged to use the tools and resources provided by OWH, but to also build on and incorporate the unique attributes of their communities to make the events relevant and meaningful to their target audience.

#### II. Eligibility

Eligible applicants include local health departments, local organized coalitions, extension offices, community health centers, not-for-profit organizations, etc. Applicants must be from Indiana and all funded events must take place in Indiana. Due to limited funds available for this project, **only one INFluence mini-grant will be given out per Indiana county**. If more than one application is received from a county, the OWH staff will assist in connecting the potential applicants. Applicants are encouraged to create partnerships within and between counties and work together to host INFluence events. Collaboration between organizations to further the INFluence message is highly recommended.

If you have questions or concerns about your agency or organization's eligibility status, please contact Tanya Parrish (see section IX).

### III. Timeline

<b>Oct. 1, 2008–April 15, 2009</b>	INFLuence Mini-Grant Funding Period
<b>March 1, 2009</b>	Last date applications will be accepted*
<b>April 1, 2009</b>	Funded Programs must be planned and conducted
<b>April 15, 2009</b>	Evaluation Reports and financial documents must be submitted

\*Any applications received after March 1, 2009 will be held in a pending file. Additionally, if fiscal year 2008-2009 funds are depleted before March 1, 2009, applications not able to be funded will be held in a pending file. Applicants in the pending file will be given the opportunity to re-submit their application or submit an amended application if funds are made available again during the 2009-2010 fiscal year.

### IV. Program Requirements

If an application is approved, the following criteria must be met:

- Whenever possible and appropriate, OWH should be mentioned and/or listed as an event sponsor. The OWH logo will be provided to all approved applicants for use on event publicity and signage.
- Funded INFLuence events must focus on one of the INFLuence topics (Tobacco Marketing to Women or Mental Health and Addictions)
- Funded INFLuence events must focus on reaching primarily women in their communities, preferably with an emphasis on women in a variety of leadership positions (government, business, health care, education, media, and faith-based and community organizations, etc.)
- Approved applicants are to utilize the INFLuence toolkits provided at [www.influence.in.gov](http://www.influence.in.gov) to aid in planning and conducting their events.
- Attendees at local INFLuence events must be given the Top 9 list that contains the State Health Commissioner's action steps based on the chosen topic. The Top 9 lists for each of the INFLuence topics can be found in the online toolkit at [www.in.gov/isdh/18802.htm](http://www.in.gov/isdh/18802.htm).
- Attendees at local INFLuence events must be given the opportunity to sign up for the statewide INFLuence electronic newsletter. A sign up sheet can be found in the online toolkit at [www.in.gov/isdh/18802.htm](http://www.in.gov/isdh/18802.htm). Sign up sheets need to be submitted after the event as an attachment to the evaluation report (see Section VII).

### V. Application Instructions

- All potential applicants should first log on [www.in.gov/isdh/18802.htm](http://www.in.gov/isdh/18802.htm) and complete the Event Registration form.
- Next, the grant application should be completed and submitted to OWH. A completed grant application includes:

- i. Cover Page
- ii. Contact Information Page
- iii. Project Abstract Page
- iv. Project Details Page
- Applicants will apply for either \$500 or \$1000. If attendance for your event is estimated to be under 100, you may apply for \$500. If attendance for your event is estimated to be 100 or more, you may apply for \$1000. If you are anticipating 100 or more attendees, your application should reflect how you have determined this (experience with previous events, volume of the guest list and anticipated RSVPs, etc.). If you apply for \$1000 and your attendance is less than 100, OWH reserves the right to limit your award to \$500.
- When completing the 6 components of the Project Details Page, you may submit up to 3 single spaced pages using 12-point font. Please provide enough detail so that the OWH staff will have a clear vision of your event.

## VI. Submission of Application

Applications can be submitted via mail, email, or fax to:

Indiana State Department of Health  
Tanya Parrish  
Office of Women's Health  
2 N. Meridian St. 5M-OWH  
Indianapolis, IN 46204

Email: [tparrish@isdh.in.gov](mailto:tparrish@isdh.in.gov)

Fax: 317-233-7833

All applicants will receive an email confirmation once their application has been received. If an applicant does not receive confirmation, it is the applicant's responsibility to contact the Office of Women's Health to ensure their application was received and if necessary to resubmit the application. Applications will be accepted at any time until March 1, 2009. Funds are limited so applicants are encouraged to apply early to ensure funds are still available.

## VII. Payment Methodology

The Office of Women's Health will determine the approval or denial of each submitted application. Approved applications will then be turned over to the fiscal agent, Mental Health Association of Indiana, Inc. dba Mental Health America of Indiana. The fiscal agent will send a notice of grant approval to approved applicants and request any necessary financial documents in order to process payment. The fiscal agent will cut a check in the amount of \$500 or \$1000 (depending on the type of award that was approved) AFTER the following steps have been completed:

- the INFLUENCE event has taken place

- the applicant has submitted the required evaluation report and supporting documents

Applicants must be able to operate under a cost reimbursement process as no funds will be issued prior to the completion of these steps. All of these steps must be completed by April 15, 2009 in order to guarantee funding during the 2008-2009 INFluence Mini-Grant Program. The fiscal agent may require additional tasks of the applicant as necessary to process payment and will communicate those tasks to the applicants in a timely manner.

#### VIII. Source of Funds

The Office of Women's Health at the Indiana State Department of Health is providing the funding for the 2008-2009 INFluence Mini-Grant Program.

#### IX. For More Information:

Log on to [www.influence.in.gov](http://www.influence.in.gov) or contact Tanya Parrish at 317-233-2170 or [tparrish@isdh.in.gov](mailto:tparrish@isdh.in.gov).